

## **PLEASE BRING YOUR CALENDARS**

**Keep Hayward Clean and Green Task Force  
Hayward City Hall, Room 2A**

**7:00 PM  
November 09, 2015**

### **Special Meeting Agenda**

- I. Call to Order (7:00pm)
- II. Pledge of Allegiance (7:02pm)
- III. Roll Call (7:05pm)
- IV. Public Comments: *(The Public Comments section provides an opportunity to address the Task Force on items not listed on the agenda. The Task Force welcomes your comments and requests that speakers present their remarks in a respectful manner, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Task Force is prohibited by State law from discussing items not listed on the agenda, your item will be taken into consideration, and may be referred to staff).*
- V. Presentations (7:10pm)
  - a. Brown Act
- VI. Approval of Summary Notes from October 22, 2015 Meeting (7:25pm)
- VII. Financial Report (7:30pm)
  - a. Discretionary Expenses (under \$500)
  - b. 2016 Marketing Mailers Cost
- VIII. Action Items (7:35pm)
  - a. Clean-Up Staffing Assignments:
    - i. Clean-Up Sites & Schedules
- IX. Community / Clean Ups and Upcoming events (7:45pm)
  - a. Make a Difference Day (MADD) post event report (Chair Bowers)
  - b. November 21, 2015 Clean-Up (Hayward Area Recreation & Park District 1099 E Street)
- X. Ad-Hoc Meeting Update (8:05pm)
  - a. Marketing and Outreach (Vance/Bristow)

- XI. Announcements / Updates (8:30pm)
  - a. Chair Report
  - b. Staff Report/Updates
    - i. Clerical Staff Duties (Staff Liaison Bristow)
  - c. Roundtable
- XII. Review Future Agenda / Action Items (8:55pm)
- XIII. Adjournment (9:00pm)

**Please do not wear scented products to this meeting.**

People who have environmental sensitivities may be in attendance.

Assistance will be provided to those requiring accommodations for disabilities in accordance with the Americans with Disabilities Act of 1990.

Please request needed accommodations at least 72 hours in advance of the meeting by calling (510) 583-4340,  
or by calling the TDD line for those with speech  
and/or hearing disabilities at (510) 247-3340